

HELP ON HR HELP


HR Online Help Display Settings

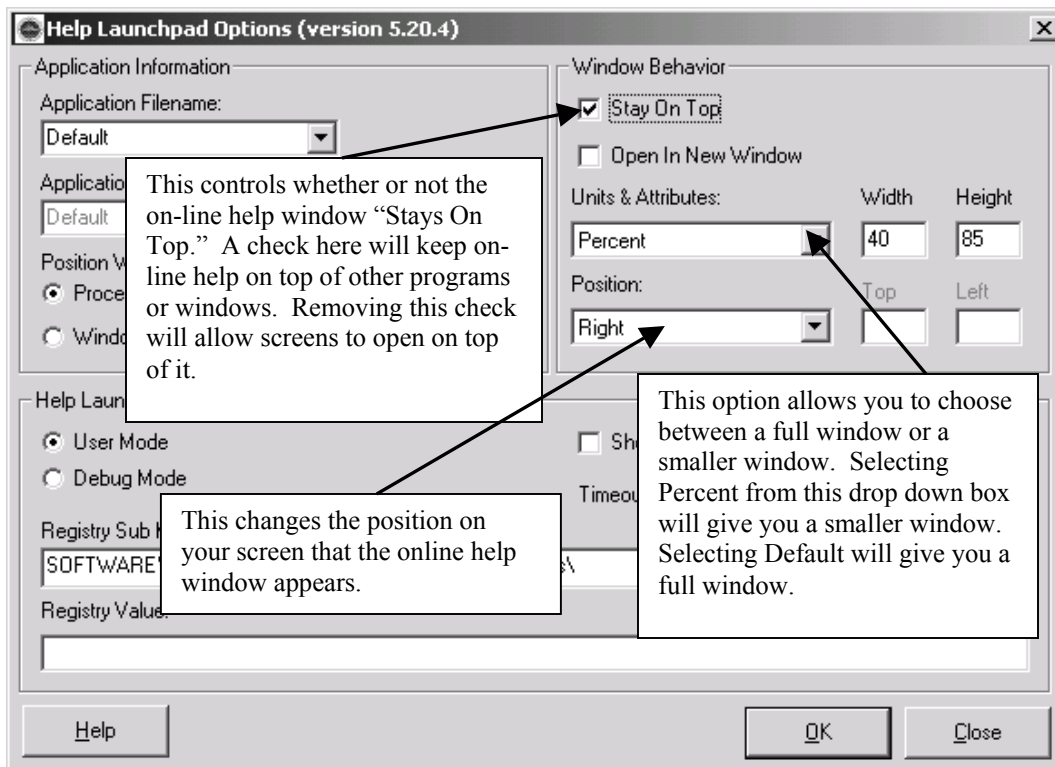
Online Help will display **on top** of other windows or programs that are open on your pc. This is the default for the display settings. These settings may be changed according to user preference.

If you would prefer the window NOT stay on top of other windows or programs, instructions are listed below to deselect this option. If you want the online help window to always stay on top of other windows or programs, there are also instructions below to verify this option is selected.

Other options are available to change the size of the window as well as the position in which the window opens on your screen, right side of screen, left side of screen, etc.

To change your online help settings:

1. Click on , then click on Run option, and type in:
C:\Program Files\Infopak\rwdhlp.exe
2. Click "OK".
3. The Help Launchpad Options window below will open.



If you do **NOT want** Online Help displayed on top of other programs or windows:

1. Under Windows Behavior, deselect Stay on Top by clicking on the check box.
2. Click "OK".


If you do **want** Online Help displayed on top of other programs or windows:

1. Under Windows Behavior, make sure Stay on Top is selected.
2. If there is no check mark, click on the Stay on Top check box.
3. Click "OK".

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HR Online Help Display Settings - continued

If you want to tile your windows (when you have deselected Stay On Top check box):


1. Open the windows for the specific programs you want to tile.
2. Right click in the Windows Taskbar (bar containing ).
3. A pop-up window will be displayed. Click on "Tile Windows Horizontally" option.
4. The windows will appear side by side on your screen.

Note: Tiling does not work the same if you have selected the Stay On Top option.

If you want to restore your windows to an original state,

1. Right click on Windows Taskbar
2. Click on "Undo Tile" option.

If you want to change the size of the window:


1. Move your cursor to the edge of the window.
2. The cursor will change to a  .
3. Once you get the double arrow, hold down the left mouse button and drag the window to make it larger or smaller. This will work horizontally or vertically.

If you want to minimize or maximize a window or restore it to its previous size:

To minimize, Click .

To maximize, Click .

To restore to previous size, Click .

When you want to close the window, Click .

Navigating in HR Help

Two methods may be used to navigate in help: **tool bar buttons** or **text links**. The tool bar buttons are described in more detail in the next section. For most pages, these buttons will be displayed at the top of the page. If the tool bar buttons are not displayed at the top of the page, click on the Internet browser back arrow (usually located at the top left corner of the screen) until the buttons are viewed.

Text links are displayed as an underlined phrase or word that is a text color other than black. When the cursor is moved over the text link, it will change from an arrow to a hand with a pointing finger. After clicking on a text link, the linked document page will be displayed. This document page may be an actual help script or it may be another topic outline page from which additional text links may be selected.

Each help script is one continuous page. Click and drag on the scroll bar to move through the page.

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Tool Bar Buttons

The buttons are located at the top of almost every page. A brief explanation of each button is listed.

Table Contents

Use this button to access an outline of the HR business areas. Each business area will be a text link. Scroll through the list and click on desired business area. Since many areas have additional topic outlines, you must continue selecting until the desired help topic is found.

Search

Use this button to activate the search capability. Type in all lower case one word or a short phrase and press the Enter key. Topics that match your input information will be displayed. If your search does not display what you wish to view, click on the search field. If you typed in just one word before, try a phrase; if you typed in a phrase before, try just one key word.

HR Updates

Use this button to link to a list that contains the changes made to online help.

HR Bulletin Board

Use this button to link to the OIS HR website with SIS Memorandums, reminders and various notes.

C. S. Guidelines

Use this button to link to the Civil Service Guidelines for Reporting Personnel and Position Transactions In Automated Information Systems.

Help Desk Form

Use this button to obtain the Help Desk form for reporting problems in ISIS HR and requesting assistance. Complete the form and e-mail as an attachment to the address on the form.

Help Line Info

Use this button to view the phone options available when calling 225-342-2677. For HR help, first select option 1.

Enroll in Listserv

Use this button to access the HR electronic notification web page. From this page, you can enroll in one of two subscription services. To receive all emails concerning HR system changes, deadlines, etc., select ISIS HR Employee Administration Electronic Notification. To receive just the Time Admin emails, select the HR Timekeepers Electronic Notification. It is strongly recommended all HR users subscribe to one of these services.

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Help Script Formats

There are two formats available for viewing help scripts.

Cue Card	abbreviated version of the work instruction with links to screen prints, field definitions, and data.
Work Instructions	detailed procedure includes screen prints, field definitions, or data.

The default format is the Cue Card format. To change to the Work Instruction format:

Click on the drop down arrow in upper right hand corner of help page.

Select Work Instruction option.

To return to Cue Card format, click on drop down arrow and select Cue Card option.

Online Help is revised on a continual basis, and printed copies can quickly become obsolete.

NOTE: PRINTING OF WORK INSTRUCTIONS IS NEVER RECOMMENDED.

Help Script Structure

Each help script will be displayed in the following order:

Purpose	reason for help script
Last Update	date help script was updated
Prerequisites	conditions that must exist before the system task may begin
Menu Path	options that may be selected from the easy access user menu (instead of using transaction code)
Transaction Code	code that may be input to start the task (instead of menu path)
Helpful Hints	
Procedure	system task steps
	table with rows of input fields and with the following columns: Field Name – Name of the input field R/O/C – Type of input field R = Required field O = Optional field C = Conditional field Description – Detailed information on the input field
Result	overview of task completed
Comments	

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Help Script Graphics



indicates informational message



indicates a warning



indicates a critical note



questions to ensure needed information is available



instructs on use of Object Manager and offers additional information



indicates to call the Help Desk for assistance



indicates links to available screen captures



advises of other transactions to perform